

RG 104, 8NS-104-94-077
Box 3

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

Staffing Plan -- Denver Mint, FY 1972

INTERAGENCY BOARD OF U. S. CIVIL SERVICE EXAMINERS
FOR COLORADO

Room 203, U. S. Post Office Building
18th and Stout Streets
Denver, Colorado 80202

IABL-RD-330-9

June 17, 1970

INTERAGENCY BOARD LETTER NO. RD-330-9

SUBJECT: Agency New-Hire Estimates for Fiscal Year 1971

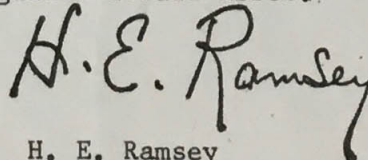
TO: Appointing Officers (Colorado)

REPORT REQUIRED BY JULY 8, 1970

During the month of June, the Civil Service Commission will be making a survey of agency new-hire needs for Fiscal Year 1971. In order for us to do this, we are asking you to complete the attached forms (CSC Forms 971, 971-A, and 971-B) and return them to the IAB having geographical jurisdiction over the duty location of your position by July 8, 1970. Since Department of Agriculture field installations will not be participating in the survey, they do not have to complete the forms.

Instructions for completing CSC Forms 971 and 971-A are printed on the reverse of each form. Please be sure to leave card columns 4-5 and 6-7 blank. Form 971-B is a cover sheet to be completed and returned at the same time.

Several changes in the survey data collection forms have been made which will permit us to obtain nationwide summaries of competitive hiring needs by major agency. This change has been made in order to provide agencies with nationwide pictures of their needs and to permit us to measure agency forecasts against actual hires.



H. E. Ramsey
Executive Officer

Enclosures

CSC CODE: 330, Recruitment, Selection and Placement (General)

DISTRIBUTION: A-2

EXPIRATION DATE: SEPTEMBER 30, 1970

Sent 7/7/71

AGENCY REPORT OF COMPETITIVE HIRING NEEDS

Please complete and return this cover sheet along with the completed survey forms (CSC Forms 971 and 971-A) to the Executive Officer of the Interagency Board of Examiners serving the area in which the positions are located.

I. AGENCY DATA

| | | | |
|---|--------------------------|--|--|
| AGENCY U.S. Mint | | PERSONNEL OFFICER Wm. A. Manning | |
| ADDRESS Colfax & Delaware | | TELEPHONE 297-3149 | |
| CITY Denver | STATE Colorado | REPORTING PERIOD 7/1/70 to 6/30/71 | |

II. CURRENT AND ANTICIPATED STRENGTH

| POSITIONS | CURRENT STRENGTH | ANTICIPATED STRENGTH AS OF | |
|----------------------|------------------|----------------------------|---------|
| | | DECEMBER 31 | JUNE 30 |
| Class Act Positions | 102 | 102 | 102 |
| Wage Grade Positions | 341 | 351 | 351 |
| Other | 10 | 0 | 10 |
| TOTAL | 453 | 453 | 463 |

AGENCY REPORT OF COMPETITIVE HIRING NEEDS

A. Classification Act Positions

(See Instructions for Completing Form on Reverse)

AGENCY

U. S. Mint

ADDRESS

Colfax & Delaware
Denver, Colo. 80204

TELEPHONE

297- 3149

Pay Plan

| | |
|----------|----------|
| G | S |
|----------|----------|

(cc 2-3)

IAB Code

(cc 4-5)

Agency Identification

(cc 6-7)

INDICATE NUMBER OF ESTIMATED HIRES FOR EACH GRADE GROUPING

[illegible]

B. WAGE GRADE POSITIONS

AGENCY

ADDRESS **U.S. MINT**

ADDRESS

Colfax & Delaware
Denver, Colo. 80204

TELEPHONE

297- 3149

Pay Plan

| | |
|---|---|
| W | G |
|---|---|

(cc 2-3)

IAB Code

| | |
|--|--|
| | |
|--|--|

(cc 4-5)

Agency Identification

| | |
|--|--|
| | |
|--|--|

(cc 6-7)

FAMILY CODE

(cc 8-11)

| | | | |
|---|---|---|---|
| 2 | 8 | 0 | 5 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 3 | 4 | 1 | 4 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 3 | 5 | 6 | 6 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 5 | 6 | 1 | 1 |
|---|---|---|---|

SEMISKILLED

(cc 12-15)

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 2 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 3 | 0 |
|---|---|---|---|

SKILLED

(cc 16-19)

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 2 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 2 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

SUPERVISORY

(cc 20-23)

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

RECEIVED April 1, 1971

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

APR 5 - 1971

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

This letter confirms the telephone conversation of March 29, 1971, between our Personnel Division and your office regarding the submission of staffing and organization charts.

The staffing charts are not to be submitted with the organization charts as stated in our letter of March 12, 1971. The staffing charts are to be prepared as of June 30, 1971 and submitted within a week of that date.

Organization charts should be prepared and submitted as set forth in the March 12th letter.

Sincerely,

Frederick W. Tate
Acting Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

April 29, 1971

Mrs. Mary Brooks
Director of the Mint
Washington, D. C. 20220

Dear Mrs. Brooks:

At the present time, we are finalizing plans for staffing our Numismatic Sales Room. After discussion with the Cash and Deposits Division, we have decided to start the room up in July with two permanent Sales Store Clerk, GS-2091-3, and one temporary Guide (General), GS-090-3, who will be available to assist with sales work. If additional help is needed during the summer months, we plan on adding additional temporary personnel. After the sales room is put in operation, we may find it necessary to make some changes in our staffing plans.

We shall appreciate your advising us as soon as possible if the above proposals meet with your approval.

Sincerely,

(Mrs.) Betty Higby
Superintendent

See Personnel Request 44 and 45 (1971), approved 4-28-71.



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

May 24, 1971

RECEIVED

JUN 1 - 1971

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

Our appropriation request for fiscal year 1972 is \$26,167,000 including the Pay Act increase effective in January 1971. Although hearings have been held in both Houses of Congress, neither has acted; therefore, final Congressional action is still pending.

The coinage program for fiscal year 1972 calls for the production of 9.2 billion coins. Your Mint is assigned the following production:

| <u>Denomination</u> | <u>Pieces</u> |
|---------------------|----------------------|
| 1¢ | 3,292,000,000 |
| 5¢ | 340,000,000 |
| 10¢ | 450,000,000 |
| 25¢ | 288,000,000 |
| 50¢ | 150,000,000 |
| \$1 | 100,000,000 |
| Total | <u>4,620,000,000</u> |

All of the cupro-nickel clad strip needed for your 10¢, 25¢, 50¢ and \$1 coins will be purchased. In your reply, please advise the quantity of 1-cent and 5-cent strip you will make "in-house" and the quantity of purchased strip you will need. Your estimate should be made on the assumption that no foreign coins or blanks will be made.

A staffing plan for fiscal year 1972 should be developed based on the above work program. The plan should contain detailed information on personnel needs for the next year. A form is enclosed for use in compiling the required information for the plan. The personnel ceiling for each office for fiscal year 1972 will be assigned after the plan has been reviewed and evaluated in this office.

We request that the staffing plan and a financial plan in accordance with Accounting Policies and Operating Procedures, Page 2-15, Paragraph 24, based on the above work program, be submitted to this office no later than June 15, 1971 for the fiscal year 1972.

Sincerely,

Mary Brooks
Mary Brooks
Director of the Mint

*Copy to: [unclear]
[unclear]
All Div. [unclear]*



Keep Freedom in Your Future With U.S. Savings Bonds



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

May 24, 1971

RECEIVED

JUN 1 - 1971

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

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Sincerely,

Mary Brooks
Mary Brooks
Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts 1st 2nd 3rd</u> | <u>Total</u> | <u>Number of Vacancies</u> |
|------------------------------|--------------------------------|------------------------------------|-------------------------------|--------------|--------------------------------|
|------------------------------|--------------------------------|------------------------------------|-------------------------------|--------------|--------------------------------|



THE DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

RECEIVED

JUN 9 - 1971

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Personnel Bulletin No. 71-22

May 25, 1971 Code: 332

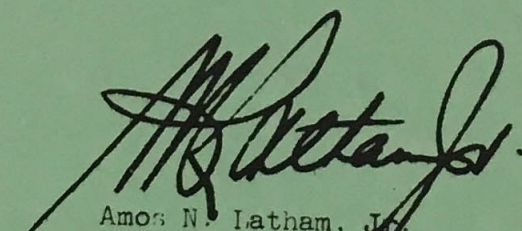
To Heads of Bureaus

The Department of the Treasury

SUBJECT: CSC Nationwide Survey of Competitive Manpower Needs

I endorse the survey discussed in the attached letter from Mr. Oganovic of May 4, 1971. I urge you to encourage the full participation of your field managers.

The guide for planning for short-range manpower needs is the attachment to CSC Bulletin 332-15 dated 6-15-70. Your continued adherence to the guide and its recommended steps will enable you to better meet this year's survey request.


Amos N. Latham, Jr.
Director of Personnel

Distribution:
Standard
Prev. Std. Dist: Personnel Bulletin No. 71-17



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

YOUR REFERENCE

MAY 4 1971

Mr. Amos N. Latham, Jr.
Director of Personnel
Department of Treasury
Washington, D. C. 20220

Dear Amos:

As you know, the Commission conducts a nationwide survey annually to obtain the best estimates possible of competitive manpower needs for the upcoming fiscal year. This year Commission area offices will begin the survey around June 15 by sending a letter and survey forms to agency field offices with a request that these forms be completed and returned by July 15.

Each local appointing officer will be asked to give his best estimate of general schedule and wage grade hires, by series and grade range, for FY 1972. As we did last year, we will again provide you a summary print-out of your manpower needs as projected by your field managers.

The Commission will use these data to gear our examining, recruiting and public information efforts to be responsive to your needs, as reflected in the survey. In addition, this advance identification of probable needs can serve as a sound base on which your managers can develop their manpower plans.

This survey can have great mutual benefit, but only in proportion to the degree of participation and the care with which estimates are made. In this regard, your support of the survey is essential and I would appreciate your encouraging the full participation of your field managers. I am sure that the payoff for your agency, the public and the Commission will prove well worthwhile.

Sincerely yours,

Nicholas J. Oganovic
Nicholas J. Oganovic
Executive Director

DENVER REGION

Building 20, Denver Federal Center
Denver, Colorado 80225

May 26, 1971

DENVER REGION LETTER NO. 332-79

SUBJECT: Agency New Hire Estimates for Fiscal Year 1972

TO: Appointing Officers

The regional survey of new hire estimates, which is conducted each year at this time, serves a dual purpose. The statistical projections of manpower requirements developed by the survey serve both the Civil Service Commission and agency managers in the areas of: (1) competitive examination planning, (2) recruitment planning for Federal service, (3) recruitment planning by each agency, and (4) determination of the need for training and job redesign.

There will be little change in this year's reporting forms. Each of the Area Offices within the Denver Region will furnish to agencies within their state copies of the survey forms, "Agency Report of Competitive Hiring Needs", CSC Form 971, 971-A and 971-B. These forms should be completed as accurately as possible and returned to the Area Office for the state where the positions are located. For example, estimates for positions filled from the Federal Service Entrance Examination which are located in Utah should be furnished to the Salt Lake City Area Office even though that office does not maintain the Federal Service Entrance Examination register.

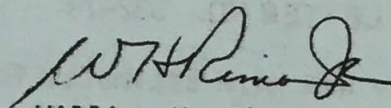
The timetable for conducting the survey has been lengthened in order to allow extra time for you to complete the forms as accurately as possible. I cannot overstress the importance of providing your very best estimate of what these hiring needs will be. I realize the difficulties in making accurate manpower needs forecasts in advance of the final passage of appropriation acts. However, planning must go forward on the basis of the best information available. These estimates are especially important to the Civil Service Commission in assuring that our recruiting and examining programs can be geared to meet your needs promptly and effectively.

CSC CODE: 332, Recruitment and Selection Through Competitive Examination

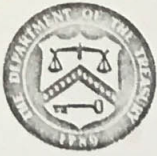
DISTRIBUTION: A

EXPIRATION DATE: August 31, 1971

Last fall, when we visited the headquarters of fifteen major agencies to discuss the FY '71 estimates, we found that they, too, were convinced of the importance of this survey. I ask your personal support to provide the most comprehensive and meaningful information possible.



William H. Rima, Jr.
Director



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

May 28, 1971

RECEIVED

JUN 7 - 1971

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

Dear Mrs. Higby:

The changes in title for the Helper positions proposed in your letter of April 20, 1971, have been approved. Position descriptions D-44-WG Helper (Coining) and D-45-WG Helper (Melting) are returned with this letter.

We will inform you of our classification decision on the other two position descriptions enclosed with the April 20th letter (D-46-WG Melter, WG-7, and D-47-WG, Melter, WG-9) on completion of a Bureau-wide study of those positions now underway.

The plan for staffing the Numismatic Sales Room which was contained in your letter of April 29, 1971, is approved.

Sincerely,

Sidney J. Caruato
for Mary Brooks
Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

STATUS OF APPROVED PERSONNEL AUTHORIZATIONS
U. S. MINT, DENVER, COLORADO
JUNE 1, 1971

Personnel No. 33 (1971) - Janitor (1) - Approved 4-15-71

Vacancy filled by Mr. Lewis Thompson (EOD: 5-16-71)

Personnel No. 42 (1971) - Guide (General) (6) - Approved 4-28-71

Five vacancies have been filled as follows:

Linda Westmoreland and Robert Hall (EOD: 6-7-71)

Debra Lilly, Linda Louie and Mary Hine (EOD: 7-6-71)

Recruitment in process to fill remaining vacancy.

Personnel No. 44 (1971) - Guide (General) (2) - Approved 4-28-71

Jane Covner and Cathleen Yates have been tentatively selected to fill these positions.

Personnel No. 45 (1971) - Sales Store Clerk (2) - Approved 4-28-71

Nancy Brady and James Sohn tentatively selected pending satisfactory references.

Personnel No. 47 (1971) - Summer Aid (11) - Approved 5-3-71

Ten vacancies have been filled as follows:

| | | |
|-----------------|-------------------|--------------|
| Marie Arrington | Eustaico Martinez | Kent Wall |
| Victoria Garcia | Gilbert Sanchez | Bernard West |
| Larry Dodds | Michael Sena | |
| Kenneth Peoples | Charles Wagner | |

Recruiting in process to fill the remaining vacancy.

Personnel No. 54 (1971) - Guard (1) - Approved 5-26-71

Recruiting in process to fill this vacancy.

Personnel No. 168 (1970) - Helper, General (1 remaining) - Approved 7-17-70

Mr. William Darlington has requested that the filling of this position be held in abeyance at the present time.

PERSONNEL REPORT

| DIVISION | ON ROLLS | | LOANS | | TOTAL |
|-------------------------|------------------------|---------------------------|---------------|---------------|---------------------------------------|
| | p/a | p/d | plus | minus | |
| Superintendent's Office | <u>7</u> ¹ | <u> </u> | <u> </u> | <u> </u> | <u>7</u> ⁸ |
| Personnel | <u>6</u> ¹ | <u> </u> | <u> </u> | <u> </u> | <u>6*</u> ⁹ |
| Cash & Deposits | <u>5</u> ² | <u>13</u> ⁹ | <u> </u> | <u> </u> | <u>18</u> ¹⁴ ¹⁶ |
| Accounting | <u>15</u> | <u> </u> | <u> </u> | <u> </u> | <u>15</u> ¹⁵ |
| Purchasing & Supply | <u>5</u> | <u> </u> | <u> </u> | <u> </u> | <u>5</u> ⁵ |
| Safety & Security | <u>40</u> ¹ | <u> </u> | <u> </u> | <u> </u> | <u>40</u> ⁴¹ |
| Assay | <u>9</u> | <u> </u> | <u> </u> | <u> </u> | <u>9</u> ⁹ |
| Coining | <u>7</u> | <u>207</u> ³⁰⁸ | <u>4</u> | <u> </u> | <u>218</u> ²²³ |
| Melting & Refining | <u>3</u> | <u>42</u> ¹ | <u> </u> | <u>4</u> | <u>41</u> ⁵⁴ |
| Bldg. & Mechanical | <u>3</u> ¹ | <u>78</u> ⁷⁷ | <u> </u> | <u> </u> | <u>78</u> ⁸² |
| TOTALS | <u>100</u> | <u>337</u> | <u>4</u> | <u>4</u> | <u>437**</u> |

** (Includes 1 Intermittent & 2 Summer Aids)

DETAILS

Employee Not to Exceed From To
(SEE REVERSE)

LOANS

| Employee | From | To |
|---------------------|--------------|------------------|
| Charles D. Davis | Melting Div. | Coining Division |
| George A. Hernandez | Melting Div. | Coining Division |
| Herman L. Mitchel | Melting Div. | Coining Division |
| John A. Thiel | Melting Div. | Coining Division |

ACCESSIONS:

SEPARATIONS:

(SEE REVERSE)

Victoria S. Garcia, Summer Aid, YV-3506,
\$1.60 ph, Building & Mechanical Div.,
Excepted Appt. NTE 9-30-71,
effective 6-1-71.

Marie Arrington, Summer Aid, YV-3506,
\$1.60 ph, Coining Div., Excepted Appt.
NTE 9-30-71, effective 6-1-71.

** Linda B. Riegel, Personnel Management
Specialist, Personnel Office was
changed from full time to intermittent
effective 5-2-71.

June 3, 1971

Date

DETAILS

| <u>Employee</u> | <u>Not to Exceed</u> | <u>From</u> | <u>To</u> |
|----------------------|----------------------|--------------|-----------------|
| Lawrence E. Funk | 06-24-71 | Melting Div. | Coining Div. |
| Richard R. Tenorio | 06-05-71 | Melting Div. | Coining Div. |
| Merrill R. Carpenter | 06-05-71 | Melting Div. | Coining Div. |
| Joe A. Olivas | 06-05-71 | Melting Div. | Coining Div. |
| James Valdez | 06-05-71 | Melting Div. | Coining Div. |
| Charles D. Ulibarri | 07-29-71 | Melting Div. | Cash & Deposits |
| Frank J. Young | 07-29-71 | Melting Div. | Cash & Deposits |
| Daniel B. Trujillo | 07-29-71 | Melting Div. | Cash & Deposits |
| Benhardt W. Seite | 07-29-71 | Melting Div. | Cash & Deposits |

SEPARATIONS:

Walter Kasubke, Counting & Reviewing Foreman, WS-9, Coining Division (Career),
Retirement-Voluntary C.O.B. 5-31-71.

William S. Steinmetz, Coin Press Foreman, WS-9, Coining Division (Career),
Retirement-Voluntary C.O.B. 5-31-71.

Clifford R. Hicks, Automatic Scales Lead Foreman, WS-6, Coining Division (Career),
Retirement-Voluntary C.O.B. 5-31-71.

Francis P. Pfannenstiel, Machining Lead Foreman, WS-11, Building & Mechanical Div.,
(Career), Retirement-Voluntary C.O.B. 5-31-71.

John O. Morr, Make-Up Weigh Lead Foreman, WS-7, Melting Division (Career),
Retirement-Voluntary C.O.B. 5-31-71.

June 9, 1971

Mrs. Mary Brooks
Director of the Mint
Washington, D. C. 20220

Dear Mrs. Brooks:

As requested in your letter of May 24, 1971, we are enclosing
our staffing and financial plans for Fiscal Year 1972.

Sincerely,

(Mrs.) Betty Higby
Superintendent

Enclosures

1 copy to Fred Miller

7-13-71

Miss Lusby:

On our staffing plan for fiscal 1972, we showed 5 jobs in the Power Plant. Due to the anticipated retirement of Keith Montgomery, Mr. Sjaardema would like to add a trainee to the Power Plant at this time. This would temporarily raise the number of workers there from 5 to 6. We are seeking your approval of this addition.

Wam

Sent this note with Job Description to the Bureau.



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

July 21, 1971

RECEIVED

JUL 26 1971

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

Dear Mrs. Higby:

The work program, staffing plan and financial plan submitted by your office on June 9, 1971, are approved.

A personnel ceiling of 461 employees for your office is authorized by this approval. You may fill positions under this ceiling in accordance with the number of employees shown by quarters in your financial plan.

Changes in the staffing plan resulting from program adjustments must be submitted to this office for prior approval before becoming effective.

Sincerely,

Sidney F. Carwile

Sidney F. Carwile
Acting Director of the Mint

*Rev.
copy - herts
Chas. M.*



Keep Freedom in Your Future With U.S. Savings Bonds

July 30, 1971

Mrs. Mary Brooks
Director of the Mint
The Department of the Treasury
Washington, D. C. 20220

Dear Mrs. Brooks:

Pursuant to your desire that additional engineering personnel be procured for the Denver Mint and also, in view of the fact that practically all production equipment now being purchased and to be purchased in the future, incorporates more sophisticated electrical accessories, your authorization for the hiring of an Electrical Engineer, GS-12, is requested.

This engineer, like the other engineers recently hired, should be in a position to render invaluable assistance during the planning and building stages for the new Denver Mint.

Sincerely,

(Mrs.) Betty Higby
Superintendent

CMM:nfw



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

August 5, 1971

RECEIVED

AUG 9 - 1971

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

Dear Mrs. Higby:

This letter is your authority to proceed with the necessary steps to hire an Electrical Engineer, GS-12, as requested by your letter of July 30, 1971. As no change in the authorized personnel ceiling of 461, established by our letter of July 21, 1971, was requested, we are assuming that an increase is not required to provide for this position.

Sincerely,

Sidney F. Carwile

Sidney F. Carwile
Acting Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

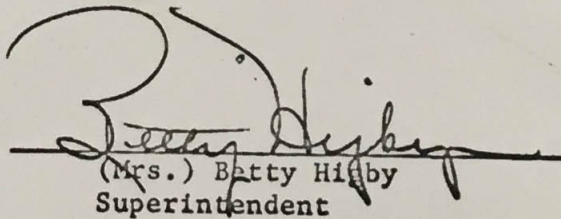
MEMORANDUM

October 4, 1971

From: Mrs. Betty Higby, Superintendent

Subj: Numismatic Service

Effective October 3, 1971 the Numismatic Service was placed under the Superintendent's Office. Mr. Joseph Johnson will be in administrative charge of the Numismatic Service until further notice. His administrative duties will include the authority to approve leave for personnel assigned to work there.


(Mrs.) Betty Higby
Superintendent

Copy to:

Mr. J. Johnson
Mr. Shandrow
Mr. F. Miller
Mr. C. Miller
Miss

11-9

W.A. Manning

Copy to: Chas. M.

D. Lyndene

Hand-carried to Denver by
D. McDonald.



THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

November 5, 1971

AIR MAIL

The Honorable
Betty Higby
Superintendent
United States Mint
Colfax and Delaware Streets
Denver, Colorado 80204

Dear Mrs. Higby:

We plan to implement Criteria Development on the new Denver Mint in the near future. Although suitably staffed in other engineering disciplines, we require the services of a full time Electrical Engineer in support of this activity and for subsequent work on the new facility.

You are requested to immediately resume pre-employment action necessary for your employing an Electrical Engineer, GS-11 or GS-12. Please advise this office as soon as you are in a position to tender an offer to the successful candidate. Appropriate action will be taken at that time.

Sincerely,

Mary Brooks
Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

STAFFING PLAN

CASH AND DEPOSITS DIVISION - FISCAL YEAR 1972

| <u>POSITION</u> | <u>GRADE</u> | <u>NUMBER</u> |
|--------------------------------|--------------|---------------|
| Head, Cash & Deposits Division | GS-11 | 1 |
| Asst., Head, Cash & Deposits | GS-9 | 1 |
| Accounts Maintenance Clerk | GS-6 | 1 |
| Clerk-Stenographer | GS-5 | 1 |
| Clerk-Typist | GS-4 | 1 |
| Weigher | WG-8 | 1 |
| Sales Store Clerk | GS-3 | 2 |
| Guide (General) (Temporary) | GS-3 | 2 |
| Coin Receiving & Shipping | | |
| Lead Foreman | WS-7 | 1 |
| Assistant Lead Foreman | WS-5 | 1 |
| Machine Operators | WG-7 | <u>6</u> |
| TOTAL | | 18 |

4 Employees on loan from Melting Division - Foreign Coin
Boxing.

BUILDING & MECHANICAL STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> | | | <u>Total</u> | <u>Number of Vacancies</u> |
|-----------------------------------|----------------------------|--------------------------------|---------------|------------|------------|--------------|----------------------------|
| | | | <u>1st</u> | <u>2nd</u> | <u>3rd</u> | | |
| OFFICE STAFF: | | | | | | | |
| Supt., Bldg. & Mech. Div. | 1 | GS-830-13 | 1 | | | 1 | 0 |
| Asst. Supt., Bldg. & Mech. Dv. | 1 | GS-1601-11* | 1 | | | 1 | 0 |
| Mechanical (Electrical) Engineer | 1 | GS- -11 | 1 | | | 1 | 1 |
| Clerk-Stenographer | 1 | GS-312-5 | 1 | | | 1 | 0 |
| Elevator Operator | 1 | WG-5438-1 | 1 | | | 1 | 0 |
| (Scale Shop) | | | | | | | |
| Scale Mechanic Leader | 1 | WL-4838-13 | 1 | | | 1 | 0 |
| Scale Mechanic | 2 | WG-4838-13 | 1 | | | 2 | 0 |
| Scale Mechanic | 1 | WG-4838-8 | 1 | | | 1 | 0 |
| MACHINE SHOP BRANCH: | | | | | | | |
| Machining Foreman | 1 | WS-3401-13 | 1 | | | 1 | 0 |
| Machining Lead Foremen | 3 | WS-3401-11 | 1 | 1 | 1 | 3 | 1 |
| Tool and Die Maker | 7 | WG-3416-13 | 4 | 2 | 1 | 7 | 0 |
| Machinist | 18 | WG-3414-11 | 11 | 5 | 2 | 18 | 3 |
| Machinist | 2 | WG-3414-9** | 2 | | | 2 | 0 |
| BUILDING MAINTENANCE BRANCH: | | | | | | | |
| Building Maintenance Lead Foreman | 1 | WS-4752-8 | 1 | | | 1 | 0 |
| Building Maintenance Leader | 1 | WL-4752-9 | 1 | | | 1 | 0 |
| Maintenance Man | 4 | WG-4752-10 | 1 | | | 4 | 0 |
| Maintenance Man | 1 | WG-4752-8 | 1 | | | 1 | 0 |
| ELECTRIC SHOP BRANCH: | | | | | | | |
| Electrical Foreman | 1 | WS-2801-10 | 1 | | | 1 | 0 |
| Electrical Assistant Foreman | 1 | WS-2801-8 | 1 | | | 1 | 0 |
| Electrician, Equipment Repairer | 8 | WG-2801-11 | 4 | 2 | 2 | 8 | 0 |
| Electrician | 1 | WG-2805-8 | 1 | | | 1 | 0 |
| Electrician Helper | 1 | WG-2805-5 | 1 | | | 1 | 0 |
| POWER PLANT BRANCH: | | | | | | | |
| Operating Engineer, Steam, LF | 1 | WS-5402-8 | 1 | | | 1 | 0 |
| Boiler Plant Operator | 4 | WG-5402-10 | 1 | 2 | 1 | 4 | 0 |

*Propose to reclassify to GS-1601-12.

**Two Machinists to be assigned to Office of Superintendent, Special Mechanical Assistant.

STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> <u>1st 2nd 3rd</u> | <u>Total</u> | <u>Number of Vacancies</u> |
|------------------------------|----------------------------|--------------------------------|-------------------------------------|--------------|----------------------------|
| METAL WORKING BRANCH: | | | | | |
| Metal Working Lead Foreman | 1 | WS-4701-8 | 1 | 1 | 0 |
| General Mechanic | 4 | WG-4701-11 | 3 1 | 4 | 0 |
| General Mechanic | 1 | WG-4701-8 | 1 | 1 | 0 |
| General Mechanic Helper | 1 | WG-4701-5 | 1 | 1 | 0 |
| USTODIAL BRANCH: | | | | | |
| Janitor Lead Foreman | 1 | WS-3566-1 | 1 | 1 | 0 |
| Janitor Leader | 1 | WL-3566-2 | 1 | 1 | 0 |
| Janitor | 9 | WG-3566-2 | 7 2 | 9 | 0 |

TOTAL

— MELTING DIVISION —

STAFFING PLAN (FISCAL YEAR 1972)

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> <u>1st 2nd 3rd</u> | <u>Total</u> | <u>Number of Vacancies</u> |
|------------------------------|----------------------------|--|-------------------------------------|--------------|----------------------------|
| Melting Division Office | 1 | Supt., Melting Division 2-225 GS-1321-14 | 1 | 1 | 0 |
| | 1 | Asst. to Supt., Melting Div. 2-209 GS-1101-11 | 1 | 1 | 0 |
| | 1 | Accounts Maintenance Clerk (Typing) D-2 GS-520-6 | 1 | 1 | 0 |
| | 1 | Sweeps Segregating Leader D-3-WL WL-5607-9 | 1 | 1 | 0 |
| Ingot Melting Branch | 1 | Ingot Melting Foreman D-18-WS WS-3741-9 | 1 | 1 | 0 |
| | 2 | Ingot Melting L.F. D-29-WS WS-3741-7 | 1 1 | 2 | 0 |
| | 20 | Melter D-26-WG WG-3741-9 | 10 10 | 20 | 0 |
| | 18 | Melter D-25-WG WG-3741-7 | 9 9 | 18 | 0 |
| Make-up Branch | 1 | Make-up Weigh L.F. D-19-WS WS-5424-7 | 1 | 1 | 1 |
| | 1 | Make-up Weigh Asst. L.F. D-30-WS WS-5424-5 | 1 | 1 | 0 |
| | 5 | Weigher D-30-WG WG-5424-8 | 5 | 5 | 0 |
| Special Melting Branch | 1 | Special Melting L.F. D-20-WS WS-3741-7 | 1 | 1 | 0 |
| | 1 | Melter D-26-WG WG-3741-9 | 1 | 1 | 0 |
| Total | 54 | | 34 20 | 54 | 0 |

STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> 1st 2nd 3rd | <u>Total</u> | <u>Number of Vacancies</u> |
|------------------------------|----------------------------|---|------------------------------|--------------|----------------------------|
| PERSONNEL OFFICE | 1 | ADMIN. STAFF ASST + PERSONNEL OFFICER GS-301-13 | 1 | | |
| | 1 | ASST. PERSONNEL OFFICER GS-201-11 | 1 | | 1 |
| | 1 | PERSONNEL MGT. SPECIALIST GS-501-9 | 1 | | |
| | 2 | PERSONNEL MGT. SPECIALIST GS-201-11 | 1 | | |
| | 1 | PERSONNEL CLERK GS-203-5 | 1 | | |
| | 1 | CLERK-STENOGRAPHER GS-312-3 | 1 | | |
| | <u>7</u> | | | | <u>1</u> |

STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> 1st 2nd 3rd | <u>Total</u> | <u>Number of Vacancies</u> |
|----------------------------------|----------------------------|--|------------------------------|-------------------------|----------------------------|
| Accounting Division | 1 | Budget & Accounting Officer, GS-504-14 | 1st | | |
| | 1 | Asst. Budget & Accounting Officer, GS-504-13 | 1st | | |
| | 1 | Operating Accountant (Bullion), GS-510-11 | 1st | | |
| | 1 | Operating Accountant (General Ledger), GS-510-11 | 1st | | |
| | 1 | Operating Accountant (Bullion), GS-510-9 | 1st | | |
| Cost Accounting Branch | 1 | <i>Accounts Payable Branch Clerk</i> GS-500-5 | 1st | | |
| | 1 | Cost Accountant, GS-510-12 | 1st | | |
| | 1 | Cost Accountant, GS-510-11 | | | |
| Automatic Data Processing Branch | 1 | Supervisory EAM Project Planner, GS-362-9 | 1st | | |
| | 1 | EAM Project Planner, GS-362-7 | 1st | | |
| | 1 | EAM Operator, GS-359-5 | 1st | | |
| | 2 | EAM Operator, GS-359-3 | 1st | | |
| Time, Leave, & Payroll Branch | 1 | Payroll Supervisor GS-544-7 | 1st | | |
| | 1 | Payroll Clerk (Typing) GS-544-5 | 1st | | |

DENVER MINT
STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> <u>1st 2nd 3rd</u> | <u>Total</u> | <u>Number of Vacancies</u> |
|----------------------------------|----------------------------|---|-------------------------------------|--------------|----------------------------|
| Cash & Deposits Division | 1 | Head, Cash & Deposits Division, GS-301-11 | 1 | | |
| | 1 | Assistant Head, Cash & Deposits Div., GS-301-9 | 1 | | |
| | 1 | Accountants Maintenance Clerk, GS-520-6 | 1 | | |
| | 1 | Clerk-Stenographer, GS-312-5 | 1 | | |
| | 1 | Clerk-Typist, GS-322-4 | 1 | | |
| | 2 | Sales Store Clerk, GS-2091-3 | 1 | | |
| | 1 | Weigher, WG-5424-8 | 1 | | |
| | 1 | Coin Receiving & Shipping Lead Foreman, WS-6941-7 | 1 | | |
| Coin Receiving & Shipping Branch | 1 | Coin Receiving & Shipping Assistant Lead Foreman, WS-6941-5 | 1 | | |
| | 6 | Machine Operator, WG-3429-7 | 1 | | |

14

2

STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> 1st 2nd 3rd | <u>Total</u> | <u>Number of Vacancies</u> |
|------------------------------|----------------------------|---|------------------------------|--------------|----------------------------|
| Office of the Superintendent | 1 | Superintendent, GS-301-15 | 1st | 8 | 1 |
| | 1 | Deputy Superintendent, GS-301-15 | 1st | | |
| | 1 | Special Mechanical Assistant, GS-301-13 | 1st | | |
| | 1 | Metallurgist, GS-1321-7 | 1st | | |
| | 1 | Secretary (Stenography), GS-318-7 | 1st | | |
| | 1 | Transportation Specialist (Typing), GS-2101-7 | 1st | | |
| Occupational Health Branch | 1 | Secretary (Typing), GS-318-4 | 1st | | |
| | 1 | Occupational Health Nurse, GS-610-9 | 1st | | |
| | 8 | | | 8 | 1 |
| Purchasing Branch | 1 | Procurement Officer, GS-1102-9 | 1 | | |
| | 1 | Procurement Assistant (Typing), GS-1102-7 | 1 | | |
| Supply Section | 1 | Supervisory Supply Clerk (Typing), GS-2005-6 | 1 | | |
| | 1 | Supply Clerk (Typing) GS-2005-5 | 1 | | |
| | 1 | Supply Clerk (Typing) GS-2005-4 | 1 | | |
| | 5 | | | | 0 |

STAFFING PLAN

| <u>Organization Location</u> | <u>Number of Employees</u> | <u>Title, Series And Grade</u> | <u>Shifts</u> <u>1st 2nd 3rd</u> | | | <u>Total</u> | <u>Number of Vacancies</u> |
|------------------------------|----------------------------|--------------------------------|-------------------------------------|---|---|--------------|----------------------------|
| | | S & S Officer | 1 | | | 1 | |
| | | Secretary | 1 | | | 1 | |
| | | Capt | 1 | | | 1 | |
| | | Sr. Lt. | 1 | | | 1 | |
| | | Lt. | 1 | 1 | 1 | 3 | |
| | | Sgt. | 1 | 1 | 1 | 3 | |
| | | Guard, GS-5 | 16 | 7 | 7 | 30 | |
| | | Guard, GS-4 | 1 | | | 1 | 1 |
| | | | | | | 41 | 1 |

PROPOSED STAFFING PLAN

FY 1972

COINING DIVISIONSHIFTS

| | | 1st | 2nd | 3rd | Total |
|----------------------------|-------|-----|-----|-----|-------|
| Superintendent | GS-14 | 1 | | | 1 |
| Assistant Superintendent | GS-13 | 1 | | | 1 |
| Mechanical Engineer | GS-12 | 1 | | | 1 |
| Coin Production Supervisor | GS-11 | 1 | 1 | 1 | 3 |
| Accts. Maintenance Clerk | GS- 6 | 1 | | | 1 |
| | TOTAL | | | | 7 |

ROLLING AND CUTTING BRANCH

| | | | | | |
|----------------------------------|-------|---|---|----|----|
| Rolling and Cutting Foreman | WS-10 | 1 | | | 1 |
| Rolling and Cutting Lead Foreman | WS- 7 | 1 | 1 | 1 | 3 |
| Roller | WG- 9 | 4 | 4 | 3 | 11 |
| Machine Operator R & C | WG- 8 | 9 | 9 | 6 | 24 |
| Machine Operator | WG- 7 | | | 3* | 3 |
| Helper, General | WG- 5 | | | | |
| | TOTAL | | | | 42 |

COUNTING & REVIEWING BRANCH

| | | | | | |
|-----------------------------------|-------|----|----|----|----|
| Counting & Reviewing Foreman | WS- 9 | 1 | | | 1 |
| Counting & Reviewing Lead Foreman | WS- 7 | 1 | 1 | 1 | 3 |
| Coin Bag Processing Leader | WL- 7 | 1 | | | 1 |
| Weigher | WG- 8 | 2 | 2 | 1 | 5 |
| Machine Operator | WG- 7 | 10 | 9 | 8 | 27 |
| Helper, General | WG- 5 | 1* | 2* | 2* | 5 |
| Inspector | WG- 1 | 2 | 2 | 2 | 6 |
| | TOTAL | | | | 48 |

* Vacancies

52

PROPOSED STAFFING PLAN CONT.

| | | <u>SHIFTS</u> | | | |
|----------------------------------|-------|---------------|------------|------------|--------------|
| | | <u>1st</u> | <u>2nd</u> | <u>3rd</u> | <u>Total</u> |
| <u>PROCESS WEIGH BRANCH</u> | | | | | |
| Process Weigh Foreman | WS- 7 | 1 | | | 1 |
| Process Weigh Lead Foreman | WS- 5 | 1 | 1 | 1 | 3 |
| Weigher | WG- 8 | 3 | 3 | 2 | 8 |
| | TOTAL | | | | 12 |
| <u>UPSETTING BRANCH</u> | | | | | |
| Upsetting Equipment Lead Foreman | WS- 5 | 1 | | | 1 |
| Upsetting Equipment Leader | WL- 7 | | 1 | | 1 |
| Helper General | WG- 5 | * | | | 1 |
| Machine Operator | WG- 7 | 2 | 4 | 4 | 12 |
| | TOTAL | | | | 15 |
| <u>ANNEALING BRANCH</u> | | | | | |
| Annealing Foreman | WS- 8 | 1 | | | 1 |
| Annealing Lead Foreman | WS- 6 | 1 | 1 | 1 | 3 |
| Annealer | WG- 8 | 5 | 5 | 2 | 12 |
| Machine Operator | WG- 7 | | | 1* | 1 |
| | TOTAL | | | | 17 |
| <u>COIN PRESS BRANCH</u> | | | | | |
| Coin Press General Foreman | WS-12 | 1 | | | 1 |
| Coin Press Foreman | WS- 9 | 1 | 1 | 1* | 3 |
| Coin Press Lead Foreman | WS- 7 | 1 | 1 | 1 | 3 |
| Die Setter | WG- 9 | 7 | 6 | 6 | 19 |
| Pressman | WG- 8 | 16 | 16 | 16 | 48 |
| Machine Operator | WG- 7 | | | | |
| | TOTAL | | | | 74 |

* Vacancies

PROPOSED STAFFING PLAN CONT.

SHIFTS

1st 2nd 3rd TOTAL

MATERIALS HANDLING BRANCH

Materials Handling Foreman

⁵⁶¹³
WS- 6

1

1

Weighers

⁵⁴²⁴
WG- 8

3

3

TOTAL

4

TOTAL COINING OFFICE FORCE 7

TOTAL COINING PLANT FORCE ²¹⁴ ~~217~~ ¹⁵ (Includes 15 vacancies)

DIVISION TOTAL ²²³ ~~219~~

R E C A P I T U L A T I O N

| <u>ORGANIZATION LOCATION</u> | <u>NO. OF EMPLOYEES ON ROLLS</u> | <u>NO. OF VACANCIES</u> | | <u>TOTAL</u> |
|--------------------------------|--------------------------------------|-------------------------|-------------------|--------------|
| | | <u>CLASSIFIED</u> | <u>WAGE GRADE</u> | |
| Office of the Superintendent | 7 | 1 | - | 8 |
| Purchasing Branch | 5 | - | - | 5 |
| Cash & Deposits Division | 14 | 2 | - | 16 |
| Personnel Division | 6 | 1 | - | 7 |
| Assay Division | 9 | - | - | 9 |
| Accounting Division | 15 | - | - | 15 |
| Safety & Security Division | 40 | 1 | - | 41 |
| Coining Division | 208 | - | 15 | 223 |
| Melting Division | 54 | - | - | 54 |
| Building & Mechanical Division | 77 | 1 | 4 | 82 |
| TOTAL | 435 | 6 | 19 | 460 |

ADDITIONAL POSITIONS:

1 Boiler Plant Operator, WG-5402-7 Appvd. per conversation with Miss Lusby 8-2-71.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS 1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES 1/</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--|-------------------------------|---|--------------------------------|
| Office of the Superintendent | Superintendent, GS-301-15 | 1 | 1 | |
| | Deputy Superintendent, GS-301-15 | 1 | 1 | |
| | Special Mechanical Assistant, GS-301-13 | 1 | 1 | |
| | Metallurgist, GS-1321-7 | 1 | 1 | 1 |
| | Secretary (Stenography), GS-318-7 | 1 | 1 | |
| | Transportation Specialist (Typing), GS-2101-7 | 1 | 1 | |
| | Secretary (Typing), GS-318-4 | 1 | 1 | |
| Occupational Health Branch | Occupational Health Nurse, GS-610-9 | 1 | 1 | |
| | | | <u>8</u> | <u>1</u> |
| | | TOTAL | | |
| Purchasing Branch | Procurement Officer, GS-1102-9 | 1 | 1 | |
| | Procurement Assistant (Typing), GS-1102-7 | 1 | 1 | |
| Supply Section | Supervisory Supply Clerk, (Typing), GS-2005-6 | 1 | 1 | |
| | Supply Clerk (Typing), GS-2005-5 | 1 | 1 | |
| | Supply Clerk (Typing), GS-2005-4 | 1 | 1 | |
| | | | <u>5</u> | <u>0</u> |
| | | TOTAL | | |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS 1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES 1/</u> | <u>NUMBER OF VACANCIES</u> |
|-------------------------------------|---|-------------------------------|---|--------------------------------|
| Cash & Deposits Division | Head, Cash & Deposits Division, GS-301-11 | 1 | 1 | |
| | Assistant Head, Cash & Deposits Div., GS-301-9 | 1 | 1 | |
| | Accountants Maintenance Clerk, GS-520-6 | 1 | 1 | |
| | Clerk-Stenographer, GS-312-5 | 1 | 1 | |
| | Clerk-Typist, GS-322-4 | 1 | 1 | |
| | Sales Store Clerk, GS-2091-3 | 2 | 2 | 2 |
| | Weigher, WG-5424-8 | 1 | 1 | |
| Coin Receiving & Shipping Branch | Coin Receiving & Shipping Lead Foreman, WS-6941-7 | 1 | 1 | |
| | Coin Receiving & Shipping Assistant Lead Foreman, WS-6941-5 | 1 | 1 | |
| | Machine Operator, WG-3429-7 | 6 | 6 | |
| | TOTAL | | <u>16</u> | <u>2</u> |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS 1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES 1/</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--|-------------------------------|---|--------------------------------|
| Personnel Division | | | | |
| | Administrative Staff Assistant & Personnel Officer, GS-301-13 | 1 | 1 | |
| | Assistant Personnel Officer, GS-201-11 | 1 | 1 | 1 |
| | Personnel Management Specialist, GS-201-9 | 1 | 1 | |
| | Personnel Management Specialist, GS-201-7 | 2 | 2 | |
| | Personnel Clerk (Typing), GS-203-5 | 1 | 1 | |
| | Clerk-Stenographer, GS-312-3 | 1 | 1 | |
| | | TOTAL | <u>7</u> | <u>1</u> |
| Assay Division | | | | |
| | Assayer, GS-1320-13 | 1 | 1 | |
| | Assistant Assayer, GS-1311-11 | 1 | 1 | |
| | Chemist, GS-1320-11 | 1 | 1 | |
| | Chemist, GS-1320-7 | 6 | 6 | |
| | | TOTAL | <u>9</u> | <u>0</u> |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u> <u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES</u> <u>1/</u> | <u>NUMBER OF VACANCIES</u> |
|----------------------------------|---|-------------------------------------|--|--------------------------------|
| Accounting Division | Budget & Accounting Officer, GS-504-14 | 1 | 1 | |
| | Assistant Budget & Accounting Officer, GS-504-13 | 1 | 1 | |
| | Operating Accountant (General Ledger), GS-510-11 | 1 | 1 | |
| | Operating Accountant (Bullion), GS-510-11 | 1 | 1 | |
| | Operating Accountant (Bullion), GS-510-9 | 1 | 1 | |
| | Accountants Maintenance Clerk, GS-520-5 | 1 | 1 | |
| Cost Accounting Branch | Cost Accountant, GS-510-12 | 1 | 1 | |
| | Cost Accountant, GS-510-11 | 1 | 1 | |
| Automatic Data Processing Branch | Supervisory EAM Project Planner, GS-362-9 | 1 | 1 | |
| | EAM Project Planner, GS-362-7 | 1 | 1 | |
| | EAM Operator, GS-359-5 | 1 | 1 | |
| | EAM Operator, GS-359-3 | 2 | 2 | |
| Time, Leave & Payroll Branch | Payroll Supervisor, GS-544-7 | 1 | 1 | |
| | Payroll Clerk (Typing), GS-544-5 | 1 | 1 | |
| | TOTAL | | <u>15</u> | <u>0</u> |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u> <u>1ST 2ND 3RD</u> | | | <u>TOTAL NUMBER OF EMPLOYEES</u> 1/ | <u>NUMBER OF VACANCIES</u> |
|------------------------------|---|-------------------------------------|---|---|---|--------------------------------|
| Safety & Security Division | Safety & Security Officer, GS-018-12 | 1 | | | 1 | |
| | Secretary (Stenography) GS-318-5 | 1 | | | 1 | |
| Security Branch | Captain of the Guard, GS-085-9 | 1 | | | 1 | |
| | Senior Lieutenant of the Guard, GS-085-8 | 1 | | | 1 | |
| | Lieutenant of the Guard, GS-085-7 | 1 | 1 | 1 | 3 | |
| | Sergeant of the Guard, GS-085-6 | 1 | 1 | 1 | 3 | |
| | Guard, GS-085-5 | 16 | 7 | 7 | 30 | |
| | Guard, GS-085-4 | 1 | | | 1 | 1 |
| | TOTAL | | | | <u>41</u> | <u>1</u> |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u> <u>1ST 2ND 3RD</u> | | | <u>TOTAL NUMBER OF EMPLOYEES 1/</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|---|-------------------------------------|---|---|---|--------------------------------|
| Coining Division | Superintendent, Coining Division, GS-1101-14 | 1 | | | 1 | |
| | Assistant Superintendent, Coining Division, GS-1101-13 | 1 | | | 1 | |
| | Mechanical Engineer (Coining), GS-830-12 | 1 | | | 1 | |
| | Coin Production Supervisor, GS-1101-11 | 1 | 1 | 1 | 3 | |
| | Accounts Maintenance Clerk, GS-520-6 | 1 | | | 1 | |
| | | | | | | |
| Rolling & Cutting Branch | Rolling & Cutting Foreman, WS-3742-10 | 1 | | | 1 | |
| | Rolling & Cutting Lead Foreman, WS-3742-7 | 1 | 1 | 1 | 3 | |
| | Roller, WG-3742-9 | 4 | 4 | 3 | 11 | |
| | Machine Operator, Rolling & Cutting, WG-3742-8 | 9 | 9 | 6 | 24 | |
| | Machine Operator, WG-3429-7 | | | 3 | 3 | 3 |
| | | | | | | |
| Process Weigh Branch | Process Weigh Foreman, WS-5424-7 | 1 | | | 1 | |
| | Process Weigh Lead Foreman, WS-5424-5 | 1 | 1 | 1 | 3 | |
| | Weigher, WG-5524-8 | 3 | 3 | 2 | 8 | |
| | | | | | | |

1/ Total includes vacancies.

STAFFING PLAN

| ORGANIZATION LOCATION Coining Division (Continued) | TITLE, SERIES AND GRADE | SHIFTS 1ST 2ND 3RD | | | TOTAL NUMBER OF EMPLOYEES 1/ | NUMBER OF VACANCIES |
|---|---|-----------------------|----|----|---------------------------------|------------------------|
| Counting & Reviewing Branch | | | | | | |
| | Counting & Reviewing Foreman, WS-5601-9 | 1 | | | 1 | |
| | Counting & Reviewing Lead Foreman, WS-5601-7 | 1 | 1 | 1 | 3 | |
| | Coin Bag Processing Leader, WL-5613-7 | 1 | | | 1 | |
| | Weigher, WG-5424-8 | 2 | 2 | 1 | 5 | |
| | Machine Operator, WG-3429-7 | 9 | 9 | 8 | 26 | |
| | Helper, General, WG-5611-5 | 1 | 2 | 2 | 5 | 5 |
| | Inspector, WG-5610-1 | 4 | 4 | 3 | 11 | 5 |
| Annealing Branch | | | | | | |
| | Annealing Foreman, WS-3712-8 | 1 | | | 1 | |
| | Annealing Lead Foreman, WS-3712-6 | 1 | 1 | 1 | 3 | |
| | Annealer, WG-3712-8 | 5 | 5 | 2 | 12 | |
| | Machine Operator, WG-3429-7 | | | 1 | 1 | 1 |
| Coin Press Branch | | | | | | |
| | Coin Press General Foreman, WS-5602-12 | 1 | | | 1 | |
| | Coin Press Foreman, WS-5602-9 | 1 | 1 | 1 | 3 | |
| | Coin Press Lead Foreman, WS-5602-7 | 1 | 1 | 1 | 3 | |
| | Die Setter, WG-3442-9 | 7 | 6 | 6 | 19 | |
| | Pressman, WG-5602-8 | 16 | 16 | 16 | 48 | |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u> <u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES 1/</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--|-------------------------------------|---|--------------------------------|
| Coining Division (Continued) | | | | |
| Upsetting Branch | | | | |
| | Upsetting Equipment Lead Foreman, WS-5602-5 | 1 | 1 | |
| | Upsetting Equipment Leader, WL-5602-7 | 1 | 1 | |
| | Machine Operator, WG-3429-7 | 4 4 4 | 12 | |
| | Helper, General, WG-5611-5 | 1 | 1 | 1 |
| Materials Handling Foreman | | | | |
| | Materials Handling Lead Foreman, WS-5613-6 | 1 | 1 | |
| | Weigher, WG-5424-8 | 3 | 3 | |
| | TOTAL | | <u>223</u> | <u>15</u> |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u> <u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES</u> <u>1/</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--|-------------------------------------|--|--------------------------------|
| Melting Division | | | | |
| | Superintendent, Melting Division, GS-1321-14 | 1 | 1 | |
| | Assistant to Superintendent, Melting Div., GS-1101-11 | 1 | 1 | |
| | Accountants Maintenance Clerk, GS-520-6 | 1 | 1 | |
| | Sweeps Segregating Leader, WL-5607-9 | 1 | 1 | |
| Special Melting Branch | | | | |
| | Special Melting Lead Foreman, WS-3741-7 | 1 | 1 | |
| | Melter, WG-3741-9 | 1 | 1 | |
| Ingot Melting Branch | | | | |
| | Ingot Melting Foreman, WS-3741-9 | 1 | 1 | |
| | Ingot Melting Lead Foreman, WS-3741-7 | 1 1 | 2 | |
| | Melter, WG-3741-9 | 10 10 | 20 | |
| | Melter, WG-3741-7 | 9 9 | 18 | |
| Make-Up Weigh Branch | | | | |
| | Make-Up Weigh Lead Foreman, WS-5424-7 | 1 | 1 | |
| | Make-Up Weigh Assistant Lead Foreman, WS-5424-5 | 1 | 1 | |
| | Weigher, WG-5424-8 | 5 | 5 | |
| | TOTAL | | <u>54</u> | <u>0</u> |

1/ Total includes vacancies.

STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u> <u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER OF EMPLOYEES</u> <u>1/</u> | <u>NUMBER OF VACANCIES</u> |
|--------------------------------|---|-------------------------------------|--|--------------------------------|
| Building & Mechanical Division | | | | |
| | Superintendent, Building & Mechanical Division, GS-830-13 | 1 | 1 | |
| | Assistant Superintendent Building & Mechanical Division, GS-1601-11 | 1 | 1 | |
| | Mechanical Engineer, GS-830-11 | 1 | 1 | 1 |
| | Clerk-Stenographer, GS-312-5 | 1 | 1 | |
| | Scale Mechanic Leader, WL-4838-13 | 1 | 1 | |
| | Scale Mechanic, WG-4838-13 | 2 | 2 | |
| | Scale Mechanic, WG-4838-8 | 1 | 1 | |
| | Elevator Operator, WG-5438-1 | 1 | 1 | |
| Machine Shop Branch | | | | |
| | Machining Foreman, WS-3401-13 | 1 | 1 | |
| | Machining Lead Foreman, WS-3401-11 | 1 1 1 | 3 | |
| | Tool & Die Maker, WG-3416-13 | 4 2 1 | 7 | |
| | Machinist, WG-3414-11 | 11 5 2 | 18 | 4 |
| | Machinist, WG-3414-9 | 2 | 2 | |
| Metal Working Branch | | | | |
| | Metal Working Lead Foreman, WS-4701-8 | 1 | 1 | |
| | General Mechanic, WG-4701-11 | 3 1 | 4 | |
| | General Mechanic, WG-4701-8 | 1 | 1 | |
| | General Mechanic, WG-4701-5 | 1 | 1 | |

1/ Total includes vacancies.

STAFFING PLAN

1/ Total includes vacancies.

See page 8-G-19 of
Mint regulations. For
instructions on Staffing Plan

Staffing Plan -- Denver Mint, FY 1972

